

7 FAM 330 TRANSFERRING FUNDS COMMERCIALY

(TL:CON-45 10-16-87)

7 FAM 331 GENERAL POLICY

a. The Department of State and its Foreign Service posts do not serve as agents, focal points, or depositors in any private transaction involving transfer of funds from the United States to an individual abroad. However, in assisting a U.S. citizen the consul may be called upon to provide guidance and assistance so that the funds from the United States are received by the applicant in a timely and effective manner.

b. 7 FAM 331 Exhibit 331 is the text of a Department of State bulletin, which has been adapted for overseas use, and may be reproduced at post. Use it as a handout to applicants for their use in explaining to potential depositors (in the United States) the procedures for sending funds to CA/OCS/EMR for accreditation to a post for the applicant.

7 FAM 332 BANK-TO-BANK TRANSFERS

Most major banks in the United States have established procedures for transferring funds, to one of their branch offices abroad or to a correspondent bank. Although procedures vary somewhat, the three methods commonly used to effect such a transfer are outlined in the following sections (7 FAM 322.1 through 7 FAM 322.3).

7 FAM 332.1 Bank Payment Orders

Bank payment orders normally require that the person who is to receive the money have an account at the overseas bank branch or correspondent bank. The U.S. bank transmits, usually by international mail, a payment order to the branch or correspondent bank, requesting that funds be credited to that individual's account. There usually is a charge for this service. Although this method is dependent upon the quality of available mail service, it is a safe method.

7 FAM 332.2 Bank Drafts

a. Bank drafts are negotiable instruments, similar in appearance to a cashier's check or money order. Bank drafts are made payable to the individual abroad and sent to that individual via international mail. Such drafts may be payable either in U.S. dollars or local currency and can generally be cashed only at an overseas branch office of the issuing bank or designated correspondent bank. There usually is a service charge.

b. This method is not highly recommended because the speed of transmission is dependent upon the quality of the mail service, and because the drafts are not easily replaced if lost or stolen.

c. Many foreign banks will not cash these drafts if the signature of the issuing bank officer is not on file at the branch or correspondent bank.

7 FAM 332.3 Wiring Funds

Funds are transferred telegraphically from a bank in the United States to a branch office or correspondent bank abroad in two ways:

(1) Upon the depositor's cabled request. If the individual abroad has funds in a U.S. bank, the bank may honor a telegraphic request from the depositor to withdraw funds from the account and wire the amount to a branch office or correspondent bank abroad. A normal prerequisite to the transfer is that the individual make advance arrangements with the bank, which may include the use of a code number as well as the account number in a transfer of funds request in order to verify the identity of the depositor.

(2) Upon request of friends or family in the United States. Individuals in the United States may deposit funds with a U.S. bank and request that the bank wire the funds to an overseas branch or correspondent bank. This is generally the fastest method of bank to bank transfer. In recommending that the individual receive funds by wire, the consular officer should warn the applicant that the timing of the transfer is dependent upon the normal working hours of the U.S. bank and of the overseas branch or correspondent bank. The speed of transmission is affected by the number of contact points. For instance, if the overseas bank designated by the sender to disburse the funds is not a branch or correspondent bank of the U.S. bank, the U.S. bank will send the money to its nearest branch or correspondent bank. The branch or correspondent bank, in turn, will arrange for a local transfer of funds to the bank indicated by the sender as the disbursing agent.

7 FAM 333 AMERICAN EXPRESS TRANSFERS

The American Express Company (AMEXCO) has severely curtailed its practice of serving as the disbursing agent for the transfer of funds abroad. American Express offices overseas do not accept Western Union money orders or funds transferred from a bank in the United States. American Express will only wire funds up to a maximum of \$500 from a full service American Express office in the United States to a full service American Express office abroad. American Express will not deliver funds and will not notify the payee of the transfer.

7 FAM 334 POST PREPARATIONS

In order to provide maximum assistance to U.S. citizens in need of additional funds, the consular officer should research the best method of transferring funds to the consular district from the United States. Compile this information sheet readily available to all consular officers, duty officers, and the general public. Advise the Department periodically of the best methods of transferring funds to the consular district for the Department's use in responding to public inquiries.

7 FAM 335 PAYEE

Except under unusual circumstances, the funds transferred should be made payable only to the applicant.

7 FAM 336 THROUGH 0339 UNASSIGNED

7 FAM 331 Exhibit 331

HANDOUT FOR POST USE: HOW TO HAVE FUNDS SENT TO OVERSEAS CITIZENS SERVICES*



United States Department of State
Washington, D.C. 20520

HOW TO HAVE FUNDS SENT TO OVERSEAS CITIZENS SERVICES

This service is available **ONLY** to U.S. citizens in emergency financial situations abroad. Depositors using this procedure establish a trust account in a recipient's name in order to forward funds overseas. Upon receipt, the Department cashes their cashier's check or money order and sends a telegram to the appropriate U.S. embassy or consulate abroad, authorizing next workday disbursement. The recipient **MUST CONTACT** the embassy or consulate to receive the funds. Unless there is some overriding consideration requiring payment in U.S. dollars, funds normally are disbursed in local currency.

SENDING FUNDS BY WESTERN UNION

Depositors who have a major credit card with a sufficient limit may telephone Western Union at 800-325-6000. Otherwise they advise the nearest Western Union office that they wish to purchase a money order for the desired amount plus \$15, **MADE PAYABLE** to the Department of State. The additional \$15 is the Department's prescribed fee for establishing the account and forwarding the funds overseas. Western Union also charges a fee (see next paragraph).

With the money order depositors must transmit a message, indicating their own name, address, and telephone number, as well as the name and overseas location of the recipient. For example: "These funds for John Q Citizen, in Paris , France." Western Union also charges a fee, based on the amount sent and the number of words in the accompanying message. Send the money order and accompanying message to:

Overseas Citizens Services
Department of State
Washington, D.C. 20520

Funds normally are received electronically in Overseas Citizens Services in 30 minutes from the time the message is sent.

SENDING FUNDS BY BANK WIRE TRANSFER

Depositors advise their bank that they wish to wire the desired amount plus \$40 to the American Security Bank, Branch 20, 2201 C Street, N.W., Washington, D.C. 20520 at 202-624-4750. The check **MUST BE MADE PAYABLE TO THE** Department of State and **INDICATE** the name and overseas location of the recipient. American Security Bank notifies the Department upon receipt. Depositors should advise their bank that the Department of State does not have an account with the American Security Bank. The depositor's bank simply wires funds to a bank located in the Department of State building. In addition to the Department's \$15 fee, the American Security Bank charges a \$25 fee, thus the total fee of \$40.

Depending on the time of day the funds are wired, funds normally reach Overseas Citizens Services the same day or the next workday.

SENDING FUNDS BY OVERNIGHT DELIVERY SERVICE

Depositors obtain a cashier's check or money order for the desired amount plus \$15, MADE PAYABLE to the Department of State. The additional \$15 is the Department's fee for establishing the account and forwarding the funds overseas. Depositors attach a letter indicating their own name, address, and telephone number, as well as the name and location of the recipient overseas. They must address the envelope to:

Overseas Citizens Services
CA/OCS/EMR
Room 4800
Department of State
Washington, D.C. 20520

Depositors use the U.S. Postal Service's Express Delivery or contact an overnight delivery service for transport. Delivery fees range from \$8 to \$12, and are subject to change without notice. Funds normally are received the next workday by Overseas Citizens Services.

SENDING FUNDS BY MAIL SERVICE

Depositors follow the overnight delivery procedure. Note, however, that the Department of State DOES NOT ACCEPT PERSONAL CHECKS, and it will be 7 to 10 workdays before the letter reaches Overseas Citizens Services. At the very least, use registered mail.

Depositors with questions about any of these procedures may contact Overseas Citizens Services by telephone at: 202-647-5225. Collect calls are not accepted.

